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Standard Operating Procedure  
for  
**FLOOR TILE REMOVAL**

**REVISION**

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5	DCN2054	Revised for clarity	2-22-21	D. Greenlee	T. Diamond

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## 1. PURPOSE AND SCOPE

- 1.1 The purpose of this document is to define raised floor tile removal instructions while working at the NY CREATES/SUNY Polytechnic Institute (SUNY Poly) Albany campus.
- 1.2 NY CREATES employees, SUNY Poly employees and/or students, tenant employees, contractors and sub-contractors are prohibited from raising/replacing floor tiles, unless they are requested and authorized to do so through the Work Authorization Permit process (CFM-00004-F1) and/or the Floor Tile Removal (EHS-00032-F1) Forms.
- 1.3 Exceptions to the Floor Tile Removal process:
  - 1.3.1 Responses to emergencies by Emergency Response Team (ERT) and/or Toxic Gas Monitoring Systems (TGMS) activity providing the individuals use safety precautions such as, but not limited to, testing the atmosphere for oxygen deficiency and hazardous vapors.

## 2. RESPONSIBILITIES

- 2.1 **Floor Tile Entrant/Lifter**
  - 2.1.1 The entrant/lifter is responsible for ensuring that there are two people involved in the removal and replacement of floor tiles. The second person must remain as a buddy/spotter to provide assistance, as required.
  - 2.1.2 The entrant/lifter is also responsible for completion of the Floor Tile Removal Form (EHS-00032-F1), ensuring that the applicable approvals, guardrail system, danger warning signs, danger tape, barriers, notifications, tethers and personal fall protection systems are in place prior to beginning the work.
- 2.2 **Supervisor/Department Manager**

The Supervisor/Department Manager is responsible for ensuring the following, but not limited to, work related topics; safety training, use of personal protective equipment (PPE), safe work practices, safe workplace conditions, and compliance with the Floor Tile Removal SOP, form, and other relevant procedures.

## 3. ASSOCIATED DOCUMENTS

- 3.1 EHS-00032-F1 Floor Tile Removal Form
- 3.2 EHS-00007 Confined Space Entry Permit Procedure

- 3.3 [EHS-00041](#) Fall Protection Policy
- 3.4 [CFM-00004](#) Instructions for Obtaining Work Authorization Permits
- 3.5 [CFM-00004-F1](#) Work Authorization Permit
- 3.6 [CFM-01005-F1](#) Dirty Work Permit Application

## 4. PROCEDURE FOR FLOOR TILE REMOVAL

- 4.1 The individual(s) responsible for the floor tile(s) removal must communicate the hazard to others working in the affected area(s), install the guardrail system, warning signs and post a copy of the 'Floor Tile Removal Form' at the work area.
- 4.2 The floor opening(s) must have a guardrail system that meets OSHA 1910.29 requirements (e.g., a top rail at least 39 inches in height above the walking-working surface, capable of supporting a force of 200 pounds, a mid-rail set halfway between the top rail and the walking-working surface capable of withstanding a force of 150 pounds, a self-closing gate at the entranceway, and a toe board that is 3.5 inches vertical height).
- 4.3 If one (1) floor tile is removed for work lasting fifteen (15) minutes or less with no guardrail system in place, a spotter individual must constantly guard the floor opening to alert others to the open floor. A soft barrier consisting of danger tape and signs must also be installed around the floor opening area.
- 4.4 Floor tile lifting tools, specifically designed for the type of tile, must be used to remove and/or replace tiles. Lifting tools must be in good condition.
- 4.5 The tile being removed must be lifted just high enough to clear the tiles on either side.
- 4.6 A tether must be used to prevent tools and/or equipment falling, when appropriate.
- 4.7 The removed tile(s) and any associated pieces must be positioned away from the opening so as not to create trip hazards and/or pose a risk of falling back into the hole.
- 4.8 Each individual on a walking-working surface with an unprotected side or edge that is four (4) feet or more above a lower level must be protected from falling by guardrail systems or personal fall protection systems that comply with OSHA requirements.

4.9 Each individual must be protected from tripping into or stepping into or through any hole that is less than four (4) feet above a lower level by covers or guardrail systems that comply with OSHA requirements.

**5. RECORDS**

5.1 No records retention is required for the Floor Tile Removal Form.